## How to edit MS Streams captions offline

Whilst the easiest method to edit your video captions is within MS Streams, an alternative to the online caption's editor is to edit them offline using notepad. Whilst this can sometimes be quicker (for much longer videos) care must be taken not to edit the time-codes or other system information within the file.

## Downloading the Captions

- First, upload your video onto MS Stream as normal and generate the captions.
- Once complete, using the menu drop-down select "My Content -> Videos" and select the relevant video.

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• In the video's page select the ellipsis /three little dots at the bottom



• Select 'update video details'



• Select "**Download file**" and save the captions the file to your PC - This will save a text file with a **.VTT** file extension.

stalls	Permissions	Options
me Elability and Validity scription 2003 Stephen Butter Setting a video language enables automatic closed captioning for supported languages. Learn video Language (C) nglish	Allow everyone in your company to view this video  Share with O People  Search for People Over O Usevers O Over O Display O D D D D D D D D D D D D D D D D D D D	Comments () Comments () Comme

- In Windows, double click the newly downloaded file and Windows will ask you what application to open it with.
- Select "Notepad" (If this fails, launch "**notepad**" from the start menu and manually open the file in it.

## Editing the File

- Now you will have the captions file like the one below open in Notepad. Before editing, you could "save as" a copy of the file just in case of problems.
- Edit any incorrect caption text using notepad avoiding all the system information

critical review second talk october 2020_AutoGeneratedCaption - Notepad	- 🗆 X
File Edit Format View Help	
WEBVTT	
NOTE duration:"01:28:14.8020000"	
NOTE language:en-us	
NOTE Confidence: 0.875855803489685	
1c6ac5e8-5b95-45df-b9f5-44e60f2bdcf5	
00:00:00.780> 00:00:06.624	
this next lecture on the tonic	
this next lecture on the topic	
NOTE Confidence: 0.875855803489685	

```
WARNING: ONLY EDIT YOUR TEXT. Do not edit any of the system information like
```

```
NOTE Confidence: 0.818431973457336
c06986a6-ef93-4719-a672-44e29d922ca3
00:00:03.973 --> 00:00:07.849
```

• When complete, save the file in Notepad.

## Uploading the new file

- Go back into the 'update video details' page on MS Stream where you originally downloaded the captions file.
- Untick the "Autogenerate captions" and select "Upload a caption file" (or Edit) within the Captions section

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• If the old file is still visible, delete the old captions file by selecting the Red X

<ol> <li>Captions show a te</li> </ol>	ext version of the language spoken on the video. Stream supports on	e caption file per video.
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English	× Motified_AutoTranscript_Test_1.vtt	Download file

• Finally click "Select File" and upload the newly updated captions file from your PC.